

ADVERT ID 194234

Secretary

Drimoleague NS

Drimoleague Drimoleague

MAIN DETAILS

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|----------------------------------|-----------------|
| Status: | Deactivated |
| Level: | Primary |
| Date Posted: | Tue May 30 2023 |
| Application Closing Date: | Fri Jun 16 2023 |
| Commencement Date: | Fri Sep 1 2023 |
| Status of Post: | Part-Time |
| Number of Vacancies: | 1 |

SCHOOL DETAILS

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| School Type: | Mainstream |
| School Structure: | Senior School |
| Gender: | Co-Educational |
| School Patronage: | Catholic |
| Total No. of Teaching Staff: | 5 |
| Current Enrolment: | 69 |

POST DETAILS

Additional Information:

This is a part-time position (2 days per week) shared between Castledonovan N.S. and Drimoleague Senior N.S

Responsibilities include, but are not limited to:

- Working in close cooperation with the principal
- Managing all financial records
- Assisting with the organisation of school events and activities.
- General secretarial and administrative duties
- Managing school correspondence
- Organising, maintaining, and updating school databases, records and filing systems
- Acting as the first point of contact for all visitors to the school

Essential skills/knowledge required:

- Confidentiality and discretion
- Proficiency in IT skills and experience of basic financial systems to enable maintenance of school financial records
- Strong organisational and administrative skills
- Flexibility
- Excellent interpersonal and communication skills and ability to work as part of a team

Desirable skills/ knowledge:

- Experience of operating databases such as OLCS, POD and Aladdin is desirable but not essential as training will be provided.

Other information:

- The position is subject to current Garda Vetting requirements, completion of Medmark Medical Clearance and a probationary period.
- The successful candidate will be required to undertake TUSLA child protection training.

- The Department of Education will pay the secretary a scaled salary based on years worked in a school (See Circular 36/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries)

Application by post or by email.

APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application
- Referees (name, role, contact no.)

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

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|----------------------|--|
| Roll Number: | 18296A |
| Apply To: | Secretary Board of Management, Drimoleague N.S., Drimoleague, Co. Cork or email to jobapplications@drimoleaguens.com |
| County: | Cork |
| Enquiries To: | principal@drimoleaguens.com or castledonovanns@gmail.com |

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